

A special invitation to the:

Show-Me Ratemaker



“Hands-On” Computer Lab Workshop

**Fee: \$30 for the first representative from a community or organization
\$15 for each additional representative from that organization**

What is it? Show-Me Ratemaker is a Microsoft Excel-based software application used to analyze your community or district's water or sewer rates. With the software, you will be able to identify system costs and revenues, plan for system upgrades, set new rates, demonstrate to grant and loan agencies how much your community needs and deserves their grants and loans, and more.

Why use a computer lab? Over the past two years of Show-me workshops, one of the more frequent comments we received from workshop attendees was, “Can you arrange a ‘hands-on’ training session where we can actually enter the data ourselves?” On April 22, we will do just that – allow for ‘hands-on’ training – by using the Department's computer lab. The computer lab setting will allow participants a chance to sit at a computer, enter their own system data and conduct an analysis.

Who should attend?

- Anyone who sets rates or makes decisions that affect the finances of water or sewer systems;
- Anyone who provides technical assistance and financing for water and sewer systems;
- Anyone who does user charge related work for a regional planning commission, grant writer, financial consultant or consulting engineer.

How do I register? The registration form for the computer lab training session can be found on the back of this sheet. Simply cut out the form, complete the appropriate information, and mail it to us along with your payment. There is room for two people at each computer workstation, so bring along a friend at the reduced price (\$30 for one person; \$15 for the second person)! Lunch and break refreshments are included in the registration fee.

When and where is the computer lab session? This special session starts at 9 a.m. and concludes at 3:30 p.m. on April 22, 2003. It will be held at the Department of Natural Resources Conference Center, 1738 East Elm Street. From the junction of U.S. 54 and 50 in Jefferson City, go east on U.S. 50 and exit at Eastland Drive. Turn right, proceed one block to the stoplight and turn right on East Elm Street. The Conference Center will be on your left, ¼ mile down the hill. The public entrance and parking lot are at the rear of the building.

Special note: Space in the computer lab is **VERY** limited -- 12 computer workstations only. Multiple representatives from the each organization will work as a team at a workstation. Please register as soon as you can to ensure your reservation. **Even if you think you may be too late to get into this session, call us to tell us of your interest. If interest is high enough, we will maintain a ‘standby’ list and schedule more of these hands-on sessions in the future.** If you need special accommodations, call us or note them on your registration form. We can probably accommodate your needs.

What should I bring? At a minimum you should bring the following data with you: (1) One full year (a recent fiscal or calendar year) of water usage data for all of your customers (residential, commercial, industrial, and wholesale customers). Data should be broken down by actual monthly usage for each type of customer; (2) A copy of your local user rate ordinance detailing your current rate structure; (3) All revenues and expenses unique to your water or sewer systems (whichever system you'll be analyzing); (4) A brief description and cost estimate for any major capital project scheduled within the next five years; (5) Any additional financial or technical information pertinent to your system. Even better, visit the Government Assistance Unit's internet home page, found in the box at the bottom of this page, scroll down to find the link called "Rate Studies for Water and Sewer," print the Data Sheets for Water and Sewer Analysis, fill them in and bring them to the session. The fill-in-the-blank data sheets contain all the information needed to conduct a thorough analysis. Or, if you prefer, call us at the phone number below and we will send you the data sheets.

Join us at this special training session and learn how to fix your sewer and water rates using the Show-me Water and Sewer Ratemaker programs. Learn how easily you can analyze and adjust rates using this unique software program developed by the Missouri Department of Natural Resource's Environmental Assistance Office.



Show-me Ratemaker Computer Lab Registration Form

☐ Check/Money Order ☐ Visa ☐ Mastercard

If paying by credit card, submit this form and we will contact you by phone to collect card information and authorization before order is processed.

Title(s) _____ Name(s) Mr./ Ms. _____

Organization _____

Address _____

City _____, State _____ ZIP _____ Phone (____)-_____

Amount Enclosed \$ _____ Email Address _____

(\$30 for the first person from your organization)

(\$15 for each additional person from your organization)

I require these special accommodations:

Registration Payment: Indicate payment method above. Make checks payable to the "Show-me Ratemaker Workshop". Mail your payment and registration form above to:

MISSOURI DEPARTMENT OF NATURAL RESOURCES
Environmental Assistance Office
Show-me Ratemaker Workshop
P. O. Box 176
Jefferson City, Missouri 65102
Phone (573) 526-6627 or 1-800-361-4827
Fax (573) 526-5808
Home Page – www.dnr.state.mo.us/oac/lgov.htm

